



# The Commonwealth of Massachusetts

## Department of Public Safety

Massachusetts State Building Code (780 CMR) Seventh Edition

### Building Permit Application to Construct, Repair, Renovate or Demolish any State Owned Building

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#### CODE REQUIREMENTS FOR BUILDING PERMITS

- **780 CMR** (The State Building Code), Section 110.1 indicates that "It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing a written application with the building official and obtaining the required permit therefore."
- **Section 110.2.1** indicates that "A building permit shall be required for temporary structures, unless exempted by 780 CMR 110.3. Such permits shall be limited as to time of service, but such temporary construction shall not be permitted for more than one year."
- **Section 110.5** indicates that "Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either. If application is made other than by the owner, the written authorization of the owner shall accompany the application. Such written authorization shall be signed by the owner, or shall grant permission to the lessee to apply for the permit. The full names and addresses of the owner, lessee, applicant and the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application."
- **Section 114.1** indicates that "A permit to begin work for new construction, alteration, removal, demolition or other building operation shall not be issued until the fees prescribed in 780 CMR 114.0 shall have been paid to the department of building inspection or other authorized agency of the jurisdiction, nor shall an amendment to a permit necessitating an additional fee be approved until the additional fee has been paid."

#### FILING INSTRUCTIONS

1. Please complete the attached application completely and submit to the appropriate District State Building Inspector for review. Please visit the Department of Public Safety's website [www.mass.gov/dps](http://www.mass.gov/dps) and then click on the link to 'District Assignments' in the left margin for a list of district state building inspectors and contact information.
2. All applications shall be considered complete and will be reviewed if construction documents, specifications, fee, and other materials that may be required as indicated in the Building Permit Application are included with the application. Important Note: *All materials shall be submitted electronically on a compact disc(s) in addition to three (3) paper copies.*
3. The Permit Application is available in two file formats; Adobe PDF and MS Word. The Applicant may print the PDF, fill out in pen, and then scan the document for submission. Or the Applicant may use the MS Word version and fill out electronically. If this is done, navigate forward through the form using the 'Tab' key ('Shift' and 'Tab' will move backward). Where box selections are required, type 'x'. With submission of the Application in this manner, the Applicant affirms under the pains and penalties of perjury, that all information is true and accurate.
4. All applications shall include a check for the Building Permit fee. The fee may be calculated using the information to be supplied in section 12 of the Building Permit Application. The check is to be made payable to *The Commonwealth of MA*
5. Please direct any questions you may have to the Boston DPS Office at 617-727-3200 extension 25223.



**The Commonwealth of Massachusetts**  
**Department of Public Safety**  
Massachusetts State Building Code (780 CMR) Seventh Edition  
**Building Permit Application for a State Owned Building**

(This Section For Official Use Only)

Building Permit Number: \_\_\_\_\_ Date Applied: \_\_\_\_\_ State Building Inspector: \_\_\_\_\_

**SECTION 1: LOCATION (Please indicate Block # and Lot # for locations for which a street address is not available)**

No. and Street \_\_\_\_\_ City /Town \_\_\_\_\_ Zip Code \_\_\_\_\_ Name of Building (if applicable) \_\_\_\_\_

**SECTION 2: PROPOSED WORK**

If New Construction check here ☐ or check all that apply in the two rows below

Existing Building ☐ Repair ☐ Alteration ☐ Addition ☐ Demolition ☐ (Please fill out and submit Appendix 1)

Change of Use ☐ Change of Occupancy ☐ Other ☐ Specify: \_\_\_\_\_

Are building plans and/or construction documents being supplied as part of this permit application? Yes ☐ No ☐

Is an Independent Structural Engineering Peer Review required? Yes ☐ No ☐

Brief Description of Proposed Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY**

Check here if an **Existing Building Evaluation** is enclosed (See 780 CMR 3402.0) ☐

Existing Use Group(s): \_\_\_\_\_ Proposed Use Group(s): \_\_\_\_\_  
Existing Hazard Index 780 CMR 34: \_\_\_\_\_ Proposed Hazard Index 780 CMR 34: \_\_\_\_\_

**SECTION 4: BUILDING HEIGHT AND AREA**

	Existing	Proposed
No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.)		
Total Area (sq. ft.) and Total Height (ft.)		

**SECTION 5: USE GROUP (Check as applicable)**

**A: Assembly** A-1 ☐ A-2r ☐ A-2nc ☐ A-3 ☐ A-4 ☐ A-5 ☐ **B: Business** ☐ **E: Educational** ☐

**F: Factory** F-1 ☐ F2 ☐ **H: High Hazard** H-1 ☐ H-2 ☐ H-3 ☐ H-4 ☐ H-5 ☐

**I: Institutional** I-1 ☐ I-2 ☐ I-3 ☐ I-4 ☐ **M: Mercantile** ☐ **R: Residential** R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐

**S: Storage** S-1 ☐ S-2 ☐ **U: Utility** ☐ **Special Use** ☐ and please describe below:

Special Use: \_\_\_\_\_

**SECTION 6: CONSTRUCTION TYPE (Check as applicable)**

**IA** ☐ **IB** ☐ **IIA** ☐ **IIB** ☐ **IIIA** ☐ **IIIB** ☐ **IV** ☐ **VA** ☐ **VB** ☐

**SECTION 7: SITE INFORMATION (refer to 780 CMR 111.0 for details on each item)**

<b>Water Supply:</b> Public <input type="checkbox"/> Private <input type="checkbox"/>	<b>Flood Zone Information:</b> Check if outside Flood Zone <input type="checkbox"/> or indentify Zone: _____	<b>Sewage Disposal:</b> Indicate municipal <input type="checkbox"/> or on site system <input type="checkbox"/>	<b>Trench Permit:</b> A trench will not be required <input type="checkbox"/> or trench permit is enclosed <input type="checkbox"/>	<b>Debris Removal:</b> Licensed Disposal Site <input type="checkbox"/> or specify: _____
<b>Railroad right-of-way:</b> Not Applicable <input type="checkbox"/> or Consent to Build enclosed <input type="checkbox"/>		<b>Hazards to Air Navigation:</b> Is Structure within airport approach area? Yes <input type="checkbox"/> or No <input type="checkbox"/>		<a href="#">MA Historic Commission Review Process:</a> Is their review completed? Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY**

Edition of Code: \_\_\_\_\_ Use Group(s): \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Occupant Load per Floor: \_\_\_\_\_  
Does the building contain an Sprinkler System?: \_\_\_\_\_ Special Stipulations: \_\_\_\_\_

SECTION 9: STATE AGENCY AUTHORIZATION				
<b>Name and Address of State Agency with Property Jurisdiction and/or Ownership:</b>				
Name (Print)	No. and Street	City/Town	Zip	
<b>State Agency Contact Information:</b>				
Name (Print)	Title	Telephone No.	e-mail address	
This State Agency Contact, as the representative of the State Agency with property jurisdiction and/or ownership hereby authorizes _____				
Name	Street Address	City/Town	State	Zip
to act on the Agency's behalf, in all matters relative to work authorized by this building permit application.				
SECTION 10: CONSTRUCTION CONTROL (Please fill out Appendix 2)				
(If building is less than 35,000 cu. ft. of enclosed space and/or not under Construction Control then <b>check here</b> <input type="checkbox"/> and skip Section 10.1)				
10.1 Registered Professional Responsible for Construction Control				
Name (Registrant)	Telephone No.	e-mail address	Registration Number	
Street Address	City/Town	State	Zip	Discipline      Expiration Date
10.2 General Contractor				
Company Name: _____				
Name of Person Responsible for Construction		License No. and Type if Applicable		
Street Address	City/Town	State	Zip	
Telephone No. (business)	Telephone No. (cell)	e-mail address		
SECTION 11: <a href="#">WORKERS' COMPENSATION INSURANCE AFFIDAVIT</a> (M.G.L. c. 152, § 25C(6))				
A Workers' Compensation Insurance Affidavit from the MA Department of Industrial Accidents must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the issuance of the building permit.				
Is a signed Affidavit submitted with this application? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
SECTION 12: CONSTRUCTION COSTS AND PERMIT FEE				
Item	Estimated Costs: (Labor and Materials)	<b>CAMIS value of the Building</b> \$ _____ If not known provide request to DCAM via form at <a href="http://www.mass.gov/cam/CAMIS/camisUser.html">http://www.mass.gov/cam/CAMIS/camisUser.html</a>  <b>Total Construction Cost (from Item 6) =</b> \$ _____ <b>Building Permit Fee = Total Construction Cost x \$0.001 =</b> \$ _____. Note: Minimum fee = \$25.00 Enclose check payable to <i>The Commonwealth of MA</i> and write check number here _____		
1. Building	\$ _____			
2. Electrical	\$ _____			
3. Plumbing	\$ _____			
4. Mechanical (HVAC)	\$ _____			
5. Mechanical (Other)	\$ _____			
6. Total Cost	\$ _____			
SECTION 13: SIGNATURE OF BUILDING PERMIT APPLICANT				
By entering my name below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.				
Please print and sign name		Title	Telephone No.	Date
Street Address	City/Town	State	Zip	
<b>State Inspector to fill out this section upon application approval:</b>				
			Name	Date

## Appendix 1

**For the demolition of structures the building code requires action on service connections.**

### 780 CMR 112.0 DEMOLITION OF STRUCTURES

112.1 Service Connections. Before a building or structure is demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a building or structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner. All debris shall be disposed of in accordance with 780 CMR 111.5.

**Please fill in the information below and submit this appendix with the building permit application. The building permit applicant attests under the pains and penalties of perjury that the following is true and accurate.**

Property Location (Please indicate Block # and Lot # for locations for which a street address is not available)

No. and Street	City / Town	Zip	Name of Building (if applicable)
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For the above described property the following action was taken:

Water Shut Off?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider notified and Release obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gas Shut Off?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider notified and Release obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electricity Shut Off?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider notified and Release obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider notified and Release obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (if applicable)			
_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider notified and Release obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Other (if applicable)	

## Appendix 2

Construction Documents are required for structures that must comply with 780 CMR 116. The checklist below is a compilation of the documents that may be required for this. The applicant shall fill out the checklist and provide the contact information of the registered professionals responsible for the documents. This appendix is to be submitted with the building permit application.

### Checklist for Construction Documents\*

No.	Item	Mark "x" where applicable		
		Submitted	Incomplete	Not Required
1	Architectural			
2	Foundation			
3	Structural			
4	Fire Suppression			
5	Fire Alarm (may require repeaters)			
6	HVAC			
7	Electrical			
8	Plumbing (include local connections)			
9	Gas (Natural, Propane, Medical or other)			
10	Surveyed Site Plan (Utilities, Wetland, etc.)			
11	Specifications			
12	Structural Peer Review			
13	Structural Tests & Inspections Program			
14	Fire Protection Narrative Report			
15	Existing Building Survey/Investigation			
16	Energy Conservation Report			
17	Architectural Access Review (521 CMR)			
18	Workers Compensation Insurance			
19	Hazardous Material Mitigation Documentation			
20	Other (Specify)			
21	Other (Specify)			
22	Other (Specify)			

\*Areas of Design or Construction for which plans are not complete at the time of application submittal must be identified herein. Work so identified must not be commenced until this application has been amended and the proposed construction document amendment has been approved by the authority having jurisdiction. Work started prior to approval may be subjected to *triple the original permit fee*.

### Registered Professional Contact Information

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name (Registrant)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Telephone No.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> e-mail address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Registration Number
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Street Address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> City/Town	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> State	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Zip
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name (Registrant)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Telephone No.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> e-mail address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Registration Number
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Street Address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> City/Town	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> State	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Zip
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name (Registrant)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Telephone No.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> e-mail address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Registration Number
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Street Address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> City/Town	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> State	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Zip